



Honeyville Community Center Rental Procedures

Honeyville Community Center
240 Honeyville Park Drive
Wewahitchka, FL 32465
850-639-2135

- The cost for renting the community center is **\$200 per day for 25 people or less and \$400 per day for more than 25 people**, payable immediately to reserve day(s) requested.
- There is an additional requirement of a refundable **\$200 security deposit**, payable immediately to reserve day(s) requested. This amount is refunded to the renter once the building key has been dropped off and the building is inspected by staff. Keys are to be picked up and dropped off at the Gulf County Welcome Center located at 150 Captain Fred's Place, Port St. Joe, Fl. 32456 *MUST HAVE COMPLETED TRANSACTION APPROVAL RECEIPT FOR KEY PICK UP AND TO KEEP ON YOU DURING YOUR EVENT.*
- Keys can be dropped off at the Gulf County Welcome Center. The community center must be left in good condition and cleaned according to the Cleaning Checklist provided to you at the time of your reservation payment. Please allow 10 to 14 Business Days to receive a refund check via US postal from the Gulf County Clerk's Office (850)229-6112.
- The Community Center is available for rental 7 days a week/24 hours a day, with the expectation that in the event of an emergency that requires evacuations, the center will be opened as an Evacuation Shelter. If the center is reserved during such a time, any payments made will be refunded in full.
- The community center can be reserved by calling Crystal Follin at (850)-229-7800 Ext:1770 Office hours are Monday-Friday from 8-5pm eastern time or email crystal@visitgulf.com
- Rental payments are due as soon as possible to reserve your requested day(s). Checks, cashier's checks and money orders only are accepted, NO CASH OR CARD. Please make payable and send to: Gulf County Board of County Commission, 150 Captain Fred's Place, Port St. Joe, Fl. 32456
- If you require the use of any gas appliances (stove, grill, fryer, etc), please be sure to state so on your application.
- If you have an emergency while you have the building rented, call the Gulf County Sheriff's Office (850)227-1115 or 911 accordingly.



Gulf County Parks and Facility Reservation Fee Schedule

Deposit Fee

*In **addition** to the reservation fee, there is a refundable \$200 Deposit due at the time of reservation. Once the cleaning checklist is completed after your event and any keys are returned to the Gulf County Welcome Center, deposits are then refunded via check by the County Clerk's office and can take 7 to 14 Business days.

Daily Reservation Fees

	<u>Less than 25 persons</u>	<u>Equal or greater than 25 persons</u>
<u>Passive County Parks</u>	Deposit + \$100	Deposit + \$250
<u>Community Center</u>	Deposit + \$200	Deposit + \$400



Rental Guidelines Cleaning Checklist

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240 Honeyville Park Drive
Wewahitchka, FL 32465

- Certain areas/offices of the center will not be open to the public. These areas will be locked or otherwise restricted. Please do not attempt to enter or use these areas.
- Ice will be available and included in the rental charge. A phone will be available for local calls only. The phone number is 850-639-2135.
- DO NOT turn the thermostat down below 68° or unit will freeze up.
- The center should be thoroughly cleaned and all furniture, etc. is to be returned to its original position. All garbage should be removed and doors securely locked when leaving. Alcohol beverages may not be sold, served or consumed on the premises.

TO REVECEIVE YOUR DEPOSIT REFUND, PLEASE COMPLETE AND CHECK OFF THE FOLLOWING:

- [] Clean and Wipe down all tables and chairs.
- [] Return all furniture, etc. to its original location.
- [] Remove all decorations.
- [] Sweep floors. Mop kitchen floor. Mop all spills.
- [] Wipe down kitchen counters, tables, etc.
- [] Take out all garbage to the roll off dumpster outside.
- [] Remove any food/beverages from the refrigerator/kitchen and clean any spills.
- [] Turn out all lights.
- [] Turn thermostat to 76° upon leaving.
- [] Lock all doors.
- [] Return Key to the Gulf County Welcome Center the following business day.

~Thank you for your co-operation.~



Gulf County Facility Usage Application

Today's Date: _____

Name: _____ Organization (If any): _____

Mailing Address: _____

Telephone (Day): (_____) _____ Cell: (_____) _____

E-Mail Address: _____

Gulf County Park/Facility Requested: _____

***SITE PLAN FOR PROPOSED PARK AREA TO BE RESERVED IS REQUIRED TO BE SUBMITTED WITH EVERY FACILITY USE APPLICATION.**

Beginning and ending times must include all anticipated set-up and clean-up time required. For extended periods of use or very involved facility usage, attach a written request with as much detail as possible with this application. If over 100 people, this FUA must be reviewed and signed off by the Gulf County Administration.

Reservation Date: _____ TO _____ Day/Days of the Week: _____

Beginning Time: _____ Ending Time: _____ # of Participants/Spectators: _____

Describe your function by checking all that applies: (List activity) _____

Is this a fund-raising event? [] yes [] no Are you a registered not for profit entity? [] yes [] no

Registered name of not for profit entity: _____

Are any other fees associated with this event? [] yes [] no

PROVISIONS NEEDED FOR THIS FUNCTION

**We do not supply the following and additional fees may apply:* Electricity [] 110 [] 220

[] Private Event – Limited to your private group location or park: _____

[] Kitchen [] Community Center [] Outdoor Pavilion Baseball Field # [] Softball Field # [] Soccer Field # []

Initial Field Markings or special event area not described above _____

[] Advertised Event-general public [] Tent **Staff approval needed and Tent(s) with stakes 12" or greater may require building permit based on size.* [] Large Pull Behind Cooker [] Small Backyard Grill [] Private food vendor [] Concession Cart/Truck [] Security by off duty Law Officer **Number of deputies to be determined by size of event (See Special Event Package)*

Other Special Instructions/Requirements/Information: _____

GULF COUNTY PARK POLICIES & REQUIREMENTS

- Fee Schedule attached (2017)
- No alcohol shall be permitted without prior approval of the reviewing County Official for any FUA event. Alcohol consumption only in designated areas upon written authorization from County Officials.
- All for profit FUA permits shall be required to provide approved event insurance as directed by County Official.
- Site Plan for proposed park area to be reserved must be attached to your application.
- Deposit (\$200) for the event is to be received along with park fee and full application to secure reservation.
- All plants, animals and park property are protected. The collection, destruction or disturbance of plants, animals or park property is prohibited.
- Pets are permitted in designated areas only. Where allowed, pets must be kept on a hand-held leash, no longer than 6 feet at all times. Service animals are welcome in all areas of the park.
- Fishing, boating, swimming and fires are allowed in designated areas only.
- Fireworks are prohibited in all Gulf County Parks.
- Hunting is prohibited in all Gulf County Parks.
- Sales Tax and cleaning fees are included in the attached fees schedule rates.
- Complete all checklist items & return building keys the following business day to receive your deposit refund. (Allow 7 to 14 days to receive a check from the county clerk via US mail.)

I fully understand that this application does not confirm any request until it has been signed, dated and approved by an authorized Gulf County employee, at which time a permit will be given to me or my representative, or mailed to the address designated above. If applicable, I understand that I will be informed prior to my event of any requirements for additional fees to be charged and collected for county, TDC, park or administrative staff. I further affirm that I have completed this application with as much accuracy and detail as possible. Applicants agrees to hold Gulf County, its agents and employees harmless for any and all acts and/or omissions, and accepts sole responsibility for usages of the facilities. I acknowledge that I have received a copy and have read, understand and agree to the Gulf County Parks Ordinance and all items, policies, requirements and terms as outlined in the Facility Usage Agreement, including how to proceed in the event of any problems or emergencies that need immediate attention during my event.

Full acknowledge and acceptance of these policies and requirements:

SIGNATURE OF APPLICANT: _____ DATE: _____

Print Name: _____

PAYABLE TO: Gulf County Board of County Commission or GCBOCC**
Check, Money Orders, VISA or Master Card ONLY**